

MEETING AGENDA/MINUTES – Wildland Fire Program Board**Date of Meeting:** 10/17/12**Time:** 2:00 pm - 4:30 pm**Location:** FPA Conference Room**Minutes Prepared By:** Christopher Markle**1. Meeting Purpose**

Present and review the proposed structure and deliverables for the Wildland Fire Executive Board. In addition go over the results of the initial EB meeting and OCIO meetings.

Invitees with indication of Attendance

Chris Markle	X	Erik Torres	X	John Phipps	X
Andrea Olson	X	Kieth Smith		Jim Douglas	X
John Gebhard	X	David Potter	X	Jaymee Fojtik	
Richard DelHierro	X			Dan Hawkins	X

X – Present in person**P** – Call in**Blank** – Did not attend**2. Meeting Agenda**

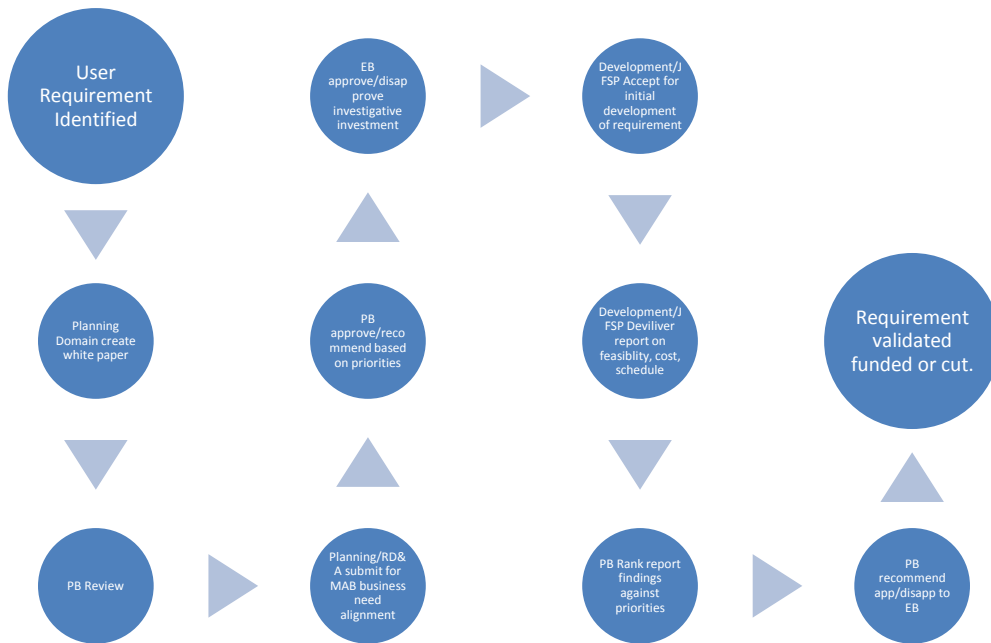
The purpose of the meeting was to discuss the details of the deliverables due November 15th 2012 to the Executive Board and an approach to accomplishing those tasks.

- Establishing initial operating capability for the Program Board and Domain Boards
- Identifying the “As Is” portfolio (current list of investments), program costs, and the “As Is” architecture
- Begin development of the “To Be” architectures and standards
- Creating the initial rolling Five Year Plan, to include content, format, and planning process
- Initiate the operations and infrastructure review
- Develop business cases for investments in computer aided dispatch, fire weather data, integrated fire reporting, and public fire information
- Provide status and accomplishment reports for senior management

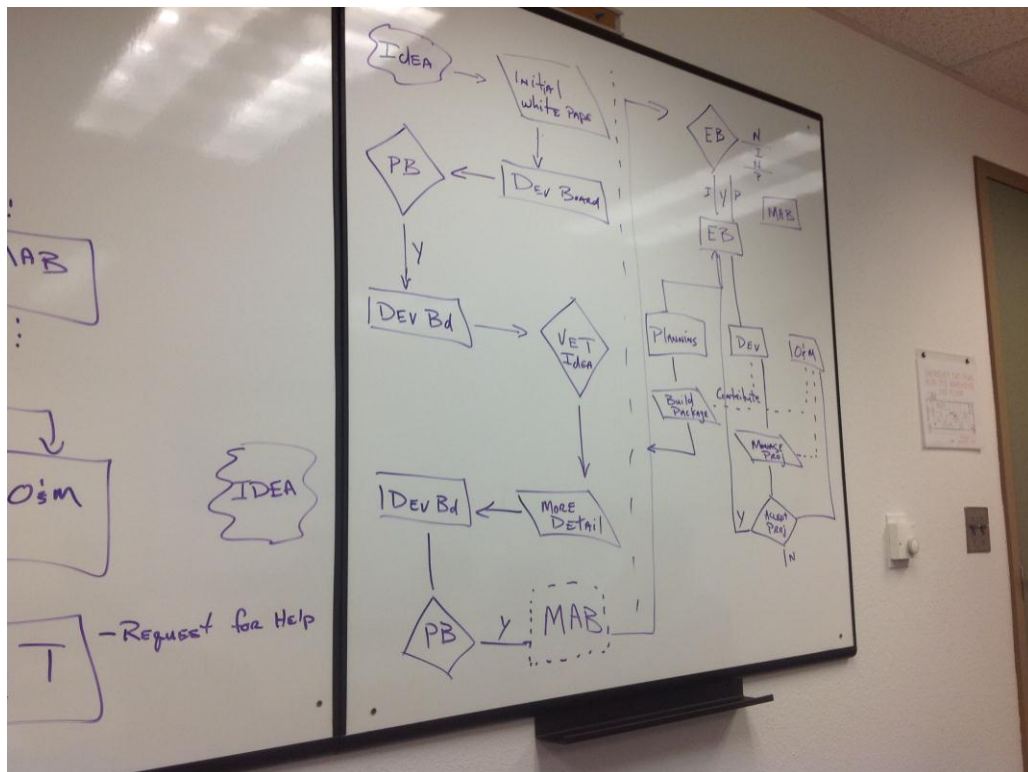
3. Meeting Notes, Decisions, Issues (AI indicates Action Item)

- This week the Senior Advisors wanted an update on the progress to the deliverables expected for the November 15th Executive Board Meeting. A slide show is attached to go over the items discussed in the meeting to include an update to all the areas within the project plan.
- In addition, IFTDSS provided a presentation of their effort and the current state of the investment.
- The meeting was opened by Chris Markle who went over the following agenda:
 - Jim and Jon comments
 - IFTDSS Briefing
 - Status Update
 - Discussion of process
 - Jim and Jon close with expectations for November
- Jim and Jon opened with a reiteration that this effort is meant to bring together representatives of the fire community, to represent those business interests of the varied organizations and to assure collaboration on initiatives are brought to the discussion table. In addition, that it is the clear expectation that this board is empowered to help guide the future of Fire I&T investments, to find ways to work smarter and create cost savings.
- John Cissel, then began his discussion on IFTDSS and what he needed from Fire I&T

- IFTDSS is currently going through an independent review process by SEI, and FFDR with Carnegie Mellon University through a relationship that JFSP has with the DoD.
- The effort will complete in June of 2013 and go over 4 tasks:
 - Is IFTDSS consistent with the WFIT Plan
 - Does IFTDSS comply with disciplined Lifecycle Management practices
 - What is the reaction of the user community
 - What are the training requirements for deployment
- John closed by indicating that within the lifecycle management currently within the WFIT, they are at two points within the process at one time.
 - Project planning documents completed (proposal)
 - User testing (development)
- Once the evaluation is complete and the above two items, it is the desire of JFSP to move IFTDSS into the final phase of the lifecycle, O&M.
- Update of where the PB and the PIT are with regard to the November 15th objectives.
 - As Is Architecture
 - Forms fully developed – currently about 20% complete
 - NWFEA information pulled into the new form
 - Partial financial data updated – currently about 20% complete
 - Next Steps
 - PB identify support personnel to update the investments for as is architecture by Sep 20 – complete
 - Support personnel update investment data by Oct 15 – not complete
 - Support personnel identify gaps and resolve them by Oct 30 – in progress
 - PIT submit As Is Architecture and initial 5 year investment plan to PB by 7 Nov 2012. – in progress
- In addition, it is the desire of the PB to shift priorities of focus on to foundational items that will address the risk of success of the business cases desired by the EB.
 - Data Strategy
 - Synergize Development Investments
 - Focus attention on To Be architecture
- The SA's did not object, but merely indicated that the PB needed to be prepared to back it up.
- First Order Process – it was discussed that there are several processes that need to be built and this is the first take on what an initial idea process may look like.
- It shouldn't be difficult to see that these are the values and functions that professionalized project management efforts should be exercised in.



This is not a complete diagram and each step needs some clarification, but this is the high level that was discussed with some clarifying points.



What are the artifacts required to move the effort through the process?

Planning

Development

O&M

Example: FPA is ready to move from development to O&M, what is required on the capital planning side and Operations side to answer the question? IFTDSS is in the same situation and needs support to execute.

- Richard DelHiero brought up that it is time for all the IT folks to get together and talk about how things might work better. The items on the agenda need to include:
 - Synergy of projects
 - Combining of resources
 - Leveraging of capability
 - Working smarter toward interagency goals
- John Phipps closed with comments about what is working well and what help needs to be provided.
- The discussion ended with clear direction of discussion points and deliverables for the November 15th EB meeting.

4. New Action Items (add rows as necessary)			
Action	Assigned to	Due Date	Status
Build Draft Planning Domain Process and Sample Artifacts	Chris Markle	10/20/2012	In Progress
Build Draft Development Domain Process and sample artifacts	Erik Torres	10/20/2012	In Progress
Build Draft Operations Domain Process and sample artifacts	Richard DelHiero	10/20/2012	In Progress
Review As Is architecture from PIT	John Gebhard/Richard DelHiero	10/17/2012	Awaiting PIT
Review 5 year investment Plan	John Gebhard/Richard DelHiero	10/17/2012	Awaiting PIT
Re-Define Priority Business Cases	John Gebhard/Richard DelHiero	10/24/2012	In Progress
Define PB process and requirements	John Gebhard/Richard DelHiero	10/24/2012	In Progress

5. Next Meeting					
Date: 10/24/2012		Time:	1400 MDT	Location:	FPA Conference Room